

**CONSTITUTION AND BYLAWS  
OF THE  
COMMUNITY CHRISTIAN CHURCH  
(DISCIPLES OF CHRIST)  
LINCOLNSHIRE, ILLINOIS**

January 1, 1996

The following sections of the Bylaws were amended December 8, 2002

I. (D.) (4.)  
VII. (L.) (2.) (d.)

# CONSTITUTION

## PREAMBLE

We, the members of the Community Christian Church (Disciples of Christ) of Lincolnshire, Illinois, in faithful response to the will and purposes of God as revealed through Jesus Christ, God's Holy Word, and God's continuing revelation in the world, do hereby adopt this Constitution and Bylaws, effective January 1, 1996. This Constitution and Bylaws supersedes all previous Constitutions and Bylaws.

## ARTICLE I - NAME

The name of this church shall be Community Christian Church (Disciples of Christ), Lincolnshire, Illinois.

## ARTICLE II - PURPOSE

The purpose of this church shall be to bind together followers of Jesus Christ that they may share in the worship of God, striving to make His will dominant as that will is set forth in the life and teachings of Jesus Christ. All persons who share in this purpose are welcome to participate in the functions and fellowship of the church.

## ARTICLE III - MEMBERSHIP

### Section A. Conditions of Membership

The membership of this congregation shall consist of the following: those who are now members of the congregation; those who shall unite with it by confession of faith in Jesus Christ as Lord and Savior, giving expression of their faith through baptism and commitment to Him; and those who unite by transfer of membership, thereby reaffirming their faith and commitment to Christ.

### Section B. Membership Responsibilities

Members are expected to participate in the total life and work of the church, including worship, education, and fellowship experiences; to contribute to its financial support and outreach ministries; and to seek diligently the spiritual welfare of the membership and the community.

## ARTICLE IV - POLITY

1 Section A. Affiliations

2  
3 This church shall be a part of the denomination known as the Christian Church  
4 (Disciples of Christ) by voluntarily affiliating itself with (1) the General Assembly  
5 of Christian Churches (Disciples of Christ), (2) the Christian Church in Illinois and  
6 Wisconsin, (3) the Chicago Disciples Union, and (4) their associated agencies.  
7

8 Section B. Government

9  
10 This church shall be totally self-governing. The execution of the government  
11 shall be vested in the members operating within the scope of this Constitution  
12 and Bylaws.  
13

14 ARTICLE V - MINISTERS(S)

15  
16 Section A. Minister

17  
18 The Minister shall serve as the spiritual leader of the church, providing support to  
19 the congregation in general and to individuals in particular. He/she shall be  
20 seminary trained and ordained. The Minister shall become a member of the  
21 church. He/she may participate in denominational, educational, and community  
22 activities in order to further the broader purposes of the church. Specific  
23 responsibilities shall be as set forth in the Bylaws.  
24

25 Section B. Assisting Minister(s)

26  
27 Other ministers, called assisting ministers, may be called for specific areas of  
28 responsibility, for example, Minister for Youth.  
29

30  
31 ARTICLE VI - CHURCH ORGANIZATION

32  
33 Section A. Officers

34  
35 The congregation shall elect the following officers from its members: Elders,  
36 Deacons, Trustees, Clerk, Treasurer, Financial Secretary, Historian, and  
37 Corresponding Secretary. These officers shall be elected at the annual  
38 congregational meeting and shall be members of a General Board. The elected  
39 Elders shall comprise a Board of Elders; the elected Trustees shall comprise a  
40 Board of Trustees; and the elected Deacons shall comprise a Diaconate. These  
41 groups shall function as set forth in the Bylaws.  
42

43 Section B. General Board

44  
45 The General Board shall be responsible to the congregation and have authority

1 to act on behalf of the congregation when it is not in a congregational meeting.  
2 The Board shall be responsible for conducting all legal and business matters of  
3 the congregation and shall function and carry out such other responsibilities as  
4 may be defined in the Bylaws.

5  
6 The Board shall direct the Trustees in matters involving conveyances,  
7 mortgages, leases, or any other matters involving church property or assets. Any  
8 sale or mortgage of real estate owned by the church shall be approved at a  
9 congregational meeting.

10  
11 The Board shall be composed of members as set forth in the Bylaws and for  
12 terms of office therein stated. It shall elect its own officers as specified in the  
13 Bylaws.

#### 14 15 Section C. Board of Elders

16  
17 The Board of Elders is concerned with the spiritual welfare of the congregation  
18 and the Minister. Elders shall provide spiritual leadership and give particular  
19 support to the Minister. The election and responsibilities of the Board of Elders  
20 shall be as set forth in the Bylaws.

#### 21 22 Section D. Board of Trustees

23  
24 The Board of Trustees is concerned with the legal and business involvements of  
25 the church and shall make conveyances, mortgages, and leases or take any  
26 other action directed by the General Board relating to church property or assets.  
27 The Board of Trustees, under the direction of the General Board, shall perform  
28 such other duties as may be required of Trustees under the laws of Illinois. The  
29 qualifications, election, and responsibilities of the Board of Trustees shall be as  
30 set forth in the Bylaws.

#### 31 32 Section E. Diaconate

33  
34 The Diaconate is concerned primarily with the orderly conduct of worship  
35 services and the assurance of a welcoming, comfortable ambience for members  
36 and visitors.

#### 37 38 Section F. Program Council

39  
40 The congregation shall have a Program Council, which shall be responsible for  
41 coordinating the program and work of the congregation and generally assisting  
42 the Minister in administering the same. It shall be composed of such members  
43 as set forth in the Bylaws.

#### 44 45 Section G. Committees

1  
2 The General Board shall establish standing committees and may establish  
3 special committees and other organizations necessary for the conduct of the  
4 work of the congregation as set forth in the Bylaws. Chairpersons of standing  
5 committees shall be members of the General Board.  
6

## 7 8 ARTICLE VII - CONGREGATIONAL MEETINGS

### 9 10 Section A. Annual Congregational Meeting

11  
12 The church year shall be from January 1 through December 31. The annual  
13 meeting of the congregation shall be held on the second Sunday of December or  
14 at such other time as may be set forth in notification to the membership in  
15 accordance with procedures set forth in the Bylaws.  
16

### 17 Section B. Meeting Notification

18  
19 Notice of all regular or special congregational meetings shall be given the  
20 congregation as specified in the Bylaws.  
21

## 22 ARTICLE VIII - ELECTIONS

23  
24 Election of church officers to the General Board shall be conducted at the annual  
25 congregational meeting. The manner of election and the duties and terms of  
26 officers shall be as set forth in the Bylaws.  
27

## 28 ARTICLE IX - PARLIAMENTARY AUTHORITY

29  
30 The latest revision of *Robert's Rules of Order* shall govern all meetings of the  
31 congregation and of the General Board except as might otherwise be designated  
32 in this Constitution and Bylaws.  
33

## 34 ARTICLE X - BYLAWS

35  
36 It is expected that the General Board and the congregation will adopt Bylaws to  
37 implement provisions of this Constitution.  
38

## 39 ARTICLE XI - AMENDMENTS

40  
41 This Constitution may be amended by a two-thirds vote of the members present  
42 and voting on the amendment(s) at any annual or special meeting of the  
43 congregation provided the proposed amendment(s) have been approved by a  
44 simple majority of the General Board, and provided the proposed amendment(s)  
45 have been presented to the congregation in writing and verbally at least two

1 weeks prior to the meeting called according to provisions set forth in the Bylaws.  
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8

## ARTICLE XII - ADOPTION

This Constitution and Bylaws shall become adopted upon approval of the congregation by a two-thirds vote of the members present and voting on the Constitution and Bylaws at a meeting duly called for such purpose, provided that it has previously been approved by a simple majority of the General Board.

# BYLAWS

## I. MINISTER(S)

### A. Categories

#### 1. Minister

The Minister shall be the spiritual leader of the congregation. In cooperation with the Chairperson of the General Board, he/she shall encourage orderly procedures in the life and work of the congregation in compliance with the congregation's Constitution and Bylaws and the policies and procedures of the congregation and the General Board.

#### 2. Interim Minister

If an Interim Minister is called by the church, he/she shall function in every respect as the Minister during his/her tenure. His/her contract shall be for a specific period of time not to exceed two years but shall be subject to renewal. He/she shall not be required to become a member of the church and shall not be eligible to become the permanent Minister.

#### 3. Assisting Minister(s)

Minister(s) other than the Minister may be called for specific areas of responsibility. They shall report to the Minister and be supervised by him/her.

### B. Selection

#### 1. Minister

When the need arises for the calling of an Interim Minister or a new Minister, i.e., upon the termination of the contractual relationship between a Minister and the congregation, a Pulpit Committee shall be formed composed of five members. With the approval of the General Board, the Chairperson of the General Board shall appoint two members from the General Board. Three shall be elected from the church membership at a congregational meeting. At its first meeting the Pulpit Committee shall elect a Chairperson. The Committee shall seek



1 counsel from the Regional Minister and may seek counsel from others  
2 as they deem necessary.  
3

1 In the case of calling an Interim Minister, the Committee shall  
2 recommend one candidate to the Board. Following a two-thirds vote of  
3 approval by the General Board, a call shall be extended to the  
4 candidate.

5  
6 After an Interim Minister is secured, the same Pulpit Committee shall  
7 function to secure a long-term minister.  
8

9 In the case of calling a new Minister, the Committee shall recommend  
10 one candidate to the General Board. Following a two-thirds vote of  
11 approval by the General Board, the nominee shall be presented to the  
12 congregation. Following a two-thirds vote of approval of the members  
13 present and voting at a meeting of the congregation, the call shall be  
14 extended.  
15

16 If the call is approved for either an Interim Minister or a new Minister, the  
17 terms of the call shall be set forth in writing in triplicate by the  
18 Chairperson of the Board in consultation with the Human Resources  
19 Committee and the Board of Trustees: one copy for the candidate, one  
20 for the Pulpit Committee, and one for the Clerk for the permanent file. If  
21 a call fails, the Pulpit Committee shall select another candidate.  
22

## 23 2. Assisting Minister(s) 24

25 A standing committee shall be responsible for recommending whether  
26 an assisting minister is needed in the area of the committee's  
27 responsibility. For example, the need for a Minister of Youth would be  
28 expressed by the Christian Education Committee.  
29

30 If the committee and the Minister determine that an assisting minister is  
31 needed, the following sequence of actions shall occur:  
32

- 33 a. The committee and the Minister will present to the General Board an  
34 explanation of the need and recommend that an assisting minister be  
35 added to the staff.  
36
- 37 b. If the General Board approves the recommendation, the responsible  
38 committee will work with the Human Resources Committee and the  
39 Finance Committee to develop a job description, terms of  
40 employment, and a compensation recommendation.  
41
- 42 c. The responsible committee will present the job description and the  
43 financial recommendation to the General Board as both a written and  
44 an oral report. The report shall include an explanation of financial  
45 impact on the budget and a strategy for supporting the additional

1 cost so as to maintain a balanced budget.

- 2  
3 d. With the General Board's approval, the responsible committee will  
4 seek and recommend a candidate to the Board for its approval.  
5

6 C. Term of Ministry  
7

- 8 1. The term of a Minister's calling to Community Christian Church shall be  
9 for an indefinite period of time and may be terminated by either the  
10 Minister or the congregation upon at least 60 days written notice or  
11 such other period as may be mutually agreed upon by the parties.  
12  
13 2. The congregation may terminate a Minister's tenure only by means of a  
14 vote to do so held under the following conditions:  
15  
16 a. A majority vote of the General Board that the question be included as  
17 an agenda item at a congregational meeting, such meeting being  
18 called in accordance with the provisions of the Constitution and  
19 Bylaws. Said congregational meeting shall be called within 45 days  
20 of the vote by the General Board.  
21  
22 b. The congregational vote shall be by secret ballot.  
23  
24 c. A majority vote of the members present and voting will be required to  
25 carry a motion to terminate.  
26

27 D. Duties of the Minister or Interim Minister (both referred to below as the  
28 Minister)  
29

- 30 1. The Minister shall perform conventional ministerial activities such as  
31 preaching, teaching, Bible study, and pastoral visitation.  
32  
33 2. The Minister shall perform sacramental duties such as serving  
34 Communion and conducting weddings, funerals, memorials, baptisms,  
35 and baby dedications.  
36  
37 3. The Minister shall give special attention to the selection and training of  
38 the congregation's leaders, including any assisting minister(s).  
39  
40 4. The Minister shall supervise assisting minister(s) and all music staff.  
41  
42 5. The Minister shall be an ex-officio member without vote of all church  
43 organizations, e.g., the Boards, the Diaconate, standing committees,  
44 task groups, and special committees of the congregation.  
45

## II. ELECTIONS

### A. Procedure

At an annual meeting the congregation shall elect officers to a General Board. Only members of the church are eligible to vote. If voting is done by ballot, ballots will be distributed, collected, and counted by tellers appointed by the Chairperson of the General Board. The Chairperson will announce the results at the meeting, and the Clerk will publish the results of the election within 15 days.

### B. Officers and Terms of Office

1. At the annual meeting the congregation shall elect officers to the General Board for terms as shown below or until such time as a successor is elected and assumes office:
  - a. Elders: Three-year term (one Elder for every 30 members or major fraction thereof, with a minimum of 4).
  - b. Deacons: Three-year term (one Deacon for every 10 members or major fraction thereof, with a minimum of 20).
  - c. Trustees: Three-year term (one Trustee for every 100 members or major fraction thereof, with a minimum of 3).
  - d. Clerk: One-year term.
  - e. Treasurer: One-year term.
  - f. Financial Secretary: One-year term.
  - g. Historian: One-year term.
  - h. Corresponding Secretary: One-year term.
2. Outgoing officers shall continue in an advisory capacity for two months beyond the end of the term to assist their respective successors in effecting a smooth transition of work. The new officer is the responsible officer.

1  
2 C. Eligibility  
3

- 4 1. Of those officers elected for a term of more than one year,  
5 approximately one-third shall be elected each year with approximately  
6 two-thirds being retained in order to preserve continuity.  
7  
8 2. After each elected term has expired, the person leaving office shall not  
9 be eligible for reelection to the General Board for the following year, with  
10 the exception of the Treasurer and the Financial Secretary.  
11  
12 3. Persons leaving office shall be eligible to serve by appointment on any  
13 standing or special committee and to hold the office of Chairperson of  
14 such committee. As a committee chairperson, he/she is a member of  
15 the General Board.  
16  
17 4. The Chairperson of the General Board, with the approval of the Board,  
18 shall have the right to appoint an eligible person to fill any unexpired  
19 term of any elected office if that office becomes vacant.  
20  
21 5. For the purpose of determining eligibility to continue in office, an officer  
22 who has served more than half a term is considered to have served a  
23 full term. One who has served half a term or less is considered not to  
24 have served a term.  
25

26 III. CONGREGATIONAL MEETINGS  
27

28 A. Calling  
29

30 Meetings of the congregation may be held at any time by virtue of the  
31 following conditions.  
32

- 33 1. A regular annual congregational meeting to be held in December for the  
34 election of church officers and the approval of a budget for the following  
35 year.  
36  
37 2. A call by the Chairperson of the General Board.  
38  
39 3. A call by the Chairperson of the General Board at the direction of the  
40 General Board, such meeting to be held within 45 days of the Board's  
41 vote to call a meeting.  
42

1  
2 B. Notification

3  
4 Notification of each congregational meeting and of the agenda of all items  
5 of business shall be made through a church mailing. Such notification shall  
6 be postmarked at least 10 days, but not more than 30 days, prior to the  
7 meeting.

8  
9 Items that are not published in the agenda may not be addressed at a  
10 meeting of the congregation except for a motion to call another meeting.

11  
12 C. Quorum

13  
14 Any number of members present shall constitute a quorum.

15  
16 IV. PROGRAM COUNCIL

17  
18 A. Membership

19  
20 The Program Council shall include the Minister, the Vice Chairperson of the  
21 General Board, and the Chairpersons of the following standing committees:  
22 Christian Education, Fellowship, Membership Development, Outreach, and  
23 Worship. It shall be responsible to the General Board. The Chairperson of  
24 the General Board in collaboration with the Minister shall appoint the  
25 Chairperson of the Program Council.

26  
27 B. Meetings

28  
29 The Program Council shall meet at least quarterly.

30  
31 C. Duties

32  
33 The Program Council shall coordinate the activities and programs of the  
34 congregation. It shall assist the Minister in administering the activities and  
35 programs of the congregation.

36  
37 V. THE GENERAL BOARD

38  
39 The General Board shall be the governing body of the church. It will approve  
40 and authorize the spiritual program and the business of the church.

1  
2 A. Membership  
3

4 The General Board shall consist of the Board of Elders, the Board of  
5 Trustees, the Diaconate, and the Clerk, Treasurer, Financial Secretary,  
6 Historian, Corresponding Secretary, and Chairpersons of the standing  
7 committees.  
8

9 B. Meetings  
10

- 11 1. The General Board shall meet at least six times a year. A quorum shall  
12 consist of one-third of the members of the General Board, and each  
13 member shall have one vote.  
14  
15 2. The Board of Elders, the Diaconate, and the Board of Trustees shall  
16 meet separately within the first 21 days of the church year to elect their  
17 chairpersons and shall meet as often thereafter as necessary.  
18  
19 3. Standing committees shall meet as often as each deems necessary.  
20

21 C. Officers  
22

23 1. Election of officers  
24

- 25 a. At its December meeting the new General Board shall from its  
26 membership elect its officers (Chairperson, Vice Chairperson, and  
27 Recording Secretary) for the next year. These officers shall be  
28 elected from nominees presented by a nominating committee  
29 composed of the Minister, the outgoing Chairperson of the General  
30 Board, the outgoing Chairperson of the Diaconate, and the outgoing  
31 Chairperson of the Board of Elders, and from nominees presented  
32 from the floor.  
33

- 34 b. All nominees must have agreed to accept nomination. Only members  
35 of the new Board shall be eligible to vote for its officers.  
36

37 2. Duties of officers  
38

- 39 a. The Chairperson shall call and preside at all regular or special  
40 meetings of the General Board and of the congregation; appoint, in  
41 conjunction with the Minister and with the approval of the General  
42 Board, Committee Chairpersons (except in the case of a Pulpit  
43 Committee); appoint a Parliamentarian if necessary; and serve as a  
44 member ex officio without vote of the Program Council and of all  
45 committees.

- 1  
2  
3 b. The Vice Chairperson shall assume the duties of the Chairperson in  
4 his/her absence and shall serve as a member of the Finance  
5 Committee and as a member of the Program Council.  
6  
7 c. The Recording Secretary shall take, publish, and keep minutes of all  
8 meetings of the General Board. He/she will receive written reports  
9 submitted to the Board and add them to the permanent file.

10  
11 VI. RESPONSIBILITIES AND DUTIES OF MEMBERS OF THE GENERAL  
12 BOARD

13  
14 A. Board of Elders

- 15  
16 1. The primary responsibility of the Board of Elders is the spiritual life and  
17 development of the congregation. The Elders shall assist and share  
18 with the Minister in the conduct of his/her pastoral functions and provide  
19 continuing support and counsel for the Minister.  
20  
21 2. The duties of the Board of Elders shall consist of the following:  
22  
23 a. Electing its Chairperson for the year at its first meeting of the year.  
24  
25 b. Serving as members of the General Board.  
26  
27 c. Presiding at the Communion table with the Minister or in his/her  
28 absence.  
29  
30 d. Leading Communion meditations.  
31  
32 e. Taking Communion to hospitalized and shut-ins.  
33  
34 f. Leading and/or participating in small-group Bible studies.  
35  
36 g. Leading or participating in church committees or boards.  
37  
38 h. Arranging pulpit supply in the Minister's absence.  
39  
40 i. Ministering to families in times of illness, bereavement, and other  
41 crises.  
42  
43 j. Attending meetings in lieu of the Minister.  
44  
45 k. Assisting the Minister in calling on those with long-term illnesses or



1 hospitalizations.

2  
3  
4 l. Soliciting feedback from the congregation regarding church  
5 programs and direction.

6  
7 m. Developing, in conjunction with the Minister and in consultation with  
8 the Human Resources Committee, a process for periodic (at least  
9 annually) evaluation of the Minister's performance.

10  
11 B. Board of Trustees

12  
13 1. The Board of Trustees shall be responsible for the business activities of  
14 the church.

15  
16 2. The duties of the Board of Trustees shall consist of the following:

17  
18 a. Electing a Chairperson at its first meeting of the year.

19  
20 b. Serving as members of the General Board.

21  
22 c. Exercising all statutory powers and duties with respect to the church  
23 property and secular business matters, but having no power to buy,  
24 sell, or mortgage real estate without specific authority by vote of the  
25 congregation.

26  
27 d. Managing and safeguarding the funds of the church.

28  
29 e. Having the books of the Treasurer and Financial Secretary reviewed  
30 at least annually, and reporting the review to the General Board.

31  
32 f. Supervising the purchase and installation of all equipment.

33  
34 g. Maintaining adequate insurance on real and personal property as  
35 approved by the General Board.

36  
37 h. Establishing policy and procedures regarding the rental and/or  
38 utilization of Church buildings and equipment, establishing terms and  
39 amounts of such rentals as approved by the General Board, and  
40 assuring compliance with said policies and procedures.

41  
42 i. The Chairperson of the Trustees shall serve on the Finance  
43 Committee.

44  
45 C. Clerk

- 1
- 2 1. The Clerk is responsible for maintaining the official records of the
- 3 church.
- 4
- 5 2. The duties of the Clerk shall consist of the following:
- 6
- 7 a. Serving as a member of the General Board.
- 8
- 9 b. Keeping the minutes of all congregational meetings.
- 10
- 11 c. Publishing congregational meeting election results.
- 12
- 13 d. Assisting the church secretary in keeping a complete record of the
- 14 church membership and such vital statistics as births, deaths,
- 15 baptisms, and weddings, and reporting such to the General Board.
- 16
- 17 e. Keeping files of all contracts and leases.
- 18

#### 19 D. Corresponding Secretary

- 20
- 21 1. Serving as a member of the General Board.
- 22
- 23 2. The Corresponding Secretary shall be in written communication with
- 24 members of the congregation and community concerning such things as
- 25 appreciation and concern.
- 26

#### 27 E. Diaconate

- 28
- 29 1. The primary responsibility of the Diaconate shall be to provide support in
- 30 the conduct of worship services. The Diaconate may also be called
- 31 upon at times when families in the church have special needs.
- 32
- 33 2. The duties of the Diaconate shall consist of the following:
- 34
- 35 a. Electing a Chairperson at its first meeting of the year.
- 36
- 37 b. Serving as members of the General Board.
- 38
- 39 c. Electing a Crisis Chairperson.
- 40
- 41 d. Serving Communion and receiving offerings.
- 42
- 43 e. Ushering worshipers at services.
- 44
- 45 f. Assisting in baptismal services.

- g. Caring for the Communion equipment and supplies and preparing Communion.
- h. Ministering to families in times of illness, bereavement, and other crises.
- i. Assisting with financial canvasses.

#### F. Financial Secretary

1. The primary responsibility of the Financial Secretary is the receiving and handling of all income contributed to or earned by the church.
2. The duties of the Financial Secretary shall consist of the following:
  - a. Serving as a member of the General Board.
  - b. Serving as a member of the Finance Committee.
  - c. Serving as a member of the Stewardship Committee.
  - d. Receiving all income contributed to the church in absolute confidentiality.
  - e. Receiving all income earned by the church.
  - f. Maintaining appropriate records of all income received by the church.
  - g. Depositing income received into appropriate bank accounts.
  - h. Providing income reports to the Treasurer.
  - i. Submitting periodic financial reports to each contributor of his/her giving.
  - j. Preparing an annual income plan.
  - k. Informing the Minister of memorial gifts so that he/she may express appreciation to the giver and may inform the family of the deceased that a memorial gift has been received and from whom.
  - l. Presenting a report at each regular meeting of the General Board and at the annual congregational meeting concerning all monies collected and their sources.

3. All pledges shall remain known only to the Financial Secretary. Confidentiality regarding gifts shall be treated in accordance with the donors' wishes.

#### G. Historian

1. Serving as a member of the General Board
2. The Historian shall gather and preserve information pertaining to the history, life, and work of the church, making historical materials available for publication or presentation.

#### H. Standing Committee Chairpersons

1. It is the responsibility of standing committee chairpersons to provide leadership in carrying out the functions of the church.
2. Duties and responsibilities of all standing committee chairpersons shall consist of the following:
  - a. Serving as members of the General Board.
  - b. Selecting committee members and/or leadership for defined activities.
  - c. Meeting with their committees and planning programs or activities consistent with their purposes and specific responsibilities.
  - d. Requesting formal approval of the General Board for their overall programs and activities.
  - e. Carrying out all programs and activities that have received formal approval of the General Board, and doing so within the approved budget.
  - f. Submitting annual budget requirements to the Finance Committee.
  - g. Planning and managing committee expenses within the approved annual budget.
  - h. Submitting long-range capital projections to the Finance Committee if appropriate.
  - i. Attending and giving reports at each meeting of the General Board and the Program Council, if a member.



1  
2 I. Treasurer  
3

- 4 1. The primary responsibility of the Treasurer is the dispersal of church  
5 funds according to the authority designated by the General Board.  
6  
7 2. The duties of the Treasurer shall consist of the following:  
8  
9 a. Serving as a member of the General Board.  
10  
11 b. Serving as a member of the Finance Committee.  
12  
13 c. Serving as an ex-officio member without vote of the Board of  
14 Trustees.  
15  
16 d. Serving as a member of the Stewardship Committee.  
17  
18 e. Writing all checks on church checking accounts.  
19  
20 f. Presenting a report at each regular meeting of the General Board  
21 and a report at the annual congregational meeting covering income  
22 as recorded by the Treasurer, status of funds, balance(s) on deposit,  
23 and expenditures against budget.  
24  
25 g. Monitoring actual and planned committee expenditures and advising  
26 the Finance Committee of projected or potential variances from  
27 budget.  
28  
29 h. Assuming the duties of the Chairperson of the General Board in case  
30 of absence or incapacity of the Chairperson and Vice Chairperson.  
31

32 VII. STANDING COMMITTEES  
33

34 Standing committees are charged with the continuing operation of the church.  
35 Chairpersons of standing committees shall serve as members of the General  
36 Board. They are appointed for the church year by the Chairperson of the  
37 General Board with the concurrence of the Minister and the approval of the  
38 General Board.  
39

40 A. Christian Education Committee  
41

- 42 1. It shall be the purpose of the Christian Education Committee to develop  
43 an effective program of Christian education for the constituency of the  
44 church.  
45

- 1           2. The Committee shall be responsible for planning and administering the  
2           total educational program of the church; this shall include the church  
3           school, youth fellowships, vacation Bible school, youth and adult  
4           retreats, special seminars, adult Bible study, and discipleship classes.

5       B. Community Christian Church Women  
6

- 7           1. The purpose of the Community Christian Church Women Committee  
8           shall be to promote and maintain a fellowship among the women of the  
9           congregation.  
10  
11          2. The Community Christian Church Women Committee shall establish a  
12          women's program consisting of fellowship events, services to the  
13          congregation, and spiritual-development activities. Areas of concern will  
14          include, but not be limited to, activities such as crisis assistance,  
15          women's Bible-study groups, and women's retreats.  
16

17       C. Fellowship Committee  
18

- 19           It shall be the purpose of the Fellowship Committee to provide opportunities  
20           to the congregation for informal, congenial, social interaction in order to  
21           strengthen the feelings of community and Christian love. The Committee  
22           shall provide a diversified program of social life and fellowship.  
23

24       D. Finance Committee  
25

- 26           1. It shall be the purpose of the Finance Committee to plan and coordinate  
27           the financial activities of the church. The Committee shall report to the  
28           General Board and the congregation as appropriate.  
29  
30          2. The membership of the Committee shall include the following officers of  
31          the General Board: Vice Chairperson, Chairperson of the Board of  
32          Trustees, Stewardship Committee Chairperson, Financial Secretary,  
33          and Treasurer.  
34

35           The Chairperson of the General Board and the Minister shall be ex-  
36           officio members without vote.  
37

- 38          3. The duties of the Finance Committee shall consist of the following:  
39  
40           a. Preparing a preliminary annual budget based upon submissions of  
41           all committees.  
42

- b. Submitting the preliminary budget to the General Board with a recommendation for acceptance or modification.
- c. Handling all alterations of the preliminary budget with committees, elders, etc.
- d. Finalizing the preliminary budget and, with Board approval, turning it over to the Stewardship Committee for the annual stewardship program.
- e. Considering results from the Stewardship campaign and finalizing the budget for Board and congregational approval.
- f. Preparing financial reports and resolving discrepancies.
- g. Analyzing all financial reports monthly.
- h. Reviewing and presenting to the General Board the church financial status at the end of each quarter and recommending any indicated action to the Board, Board officers, or committees.
- i. Recommending to the Board all required interim alterations in the annual budget and administering the modifications approved.
- j. Assisting the Stewardship Committee as needed and requested.

#### E. Human Resources Committee

1. The purpose of the Human Resources Committee is to serve the church in a consulting capacity regarding employment and development of staff.
2. The functions of the Committee shall include:
  - a. Assisting committees in preparing job descriptions.
  - b. Directing the process of hiring staff except for the Minister.
  - c. Establishing working agreements with all the staff.
  - d. Assisting responsible committees in devising approaches to regular (at least annually) evaluation of staff performance.



- 1  
2 e. Conducting periodic reviews of compensation and benefits of the  
3 staff, including those of the Minister, in order to recommend  
4 appropriate levels to the Finance Committee.  
5

6 F. Membership Development Committee  
7

- 8 1. The responsibility of the Membership Development Committee shall be  
9 to encourage church membership and, in cooperation with the Minister,  
10 to welcome new members and integrate them into the fellowship of the  
11 church.  
12  
13 2. The duties of the Membership Development Committee shall consist of,  
14 but not be limited to the following:  
15  
16 a. Identifying potential new members and devising appropriate ways of  
17 inviting them to Community Christian Church.  
18  
19 b. Developing and implementing ways of making visitors feel welcome.  
20  
21 c. Developing informational materials for potential members and  
22 establishing effective procedures for delivering the materials.  
23  
24 d. Cooperating with office staff in maintaining an up-to-date list of local  
25 members and other active participants in the congregation.  
26  
27 e. Determining, in cooperation with the Minister, whether members who  
28 have left the area wish to continue their membership.  
29  
30 f. Publishing periodically a church telephone directory.  
31

32 G. Nominating Committee  
33

- 34 1. It shall be the purpose of the Nominating Committee to seek and gain  
35 from qualified members of this congregation a commitment to serve in  
36 positions on the General Board.  
37  
38 2. The Nominating Committee shall consist of the Minister and five other  
39 persons, three of whom shall be elected by the church at the annual  
40 meeting, and two of whom shall be elected by the General Board from  
41 its own members. The Chairperson of the Board shall designate one of  
42 the five to serve as Chairperson of the Committee. Members of this  
43 Committee shall not be eligible for reelection to the Nominating  
44 Committee until one year following the completion of his/her term of  
45 office.

1  
2 3. The duties of the Committee shall consist of the following:  
3

- 4 a. Submitting a slate of nominees to the General Board for its approval  
5 at least 15 days prior to the annual meeting.  
6  
7 b. Presenting the names of the nominees to the congregation orally on  
8 the two consecutive Sundays prior to the annual meeting and once in  
9 writing, by mail, postmarked at least 10 days prior to the annual  
10 meeting.  
11  
12 c. Presenting the proposed slate of nominees at the annual meeting.  
13 After the slate is presented, qualified nominations may be made from  
14 the floor.  
15  
16 d. Nomination(s) for election at the annual meeting shall be made only  
17 with the consent of the nominee(s).  
18

19 H. Outreach Committee  
20

- 21 1. It shall be the purpose of the Outreach Committee to recognize and  
22 serve human needs in the community and the world. The Committee  
23 shall enlist support from the members of the church for the church  
24 universal at various denominational and ecumenical levels.  
25  
26 2. The duties of the Committee shall consist of the following:  
27  
28 a. Selecting specific denominational areas of support for church  
29 commitment.  
30  
31 b. Determining specific ecumenical local and nonlocal areas of need  
32 that the church can serve effectively.  
33  
34 3. It is assumed that the areas of service may change from time to time,  
35 depending on the urgency of need and the areas of special concern  
36 expressed by the congregation.  
37

38 I. Property Committee  
39

- 40 1. It shall be the purpose of the Property Committee to recognize the  
41 material and financial needs of the building and grounds on both an  
42 annual and long-range basis and to supervise maintenance, repair, and  
43 decoration of the property.  
44  
45

2. The Committee shall be responsible for the employment and supervision of all custodial and maintenance help on terms approved by the General Board and under the provisions of these Bylaws.

#### J. Public Relations Committee

1. It shall be the purpose of the Public Relations Committee to keep the ministries and programs of the church before the community in informative and effective ways.
2. The Committee, together with the Minister, shall be responsible for publishing the church newsletter.

#### K. Stewardship Committee

1. It shall be the purpose of the Stewardship Committee to develop within the church community a commitment of personal abilities and financial resources.
2. The duties of the Committee shall consist of the following:
  - a. Conducting the annual stewardship campaign.
  - b. Conducting special campaigns approved by the General Board and the congregation.
  - c. Working with the Membership Development Committee throughout the year in presenting stewardship information to all those individuals joining the church.
  - d. Maintaining a continuing program of stewardship education.
3. The Chairperson of the Stewardship Committee shall serve on the Finance Committee.

#### L. Worship Committee

1. The primary responsibility of the Worship Committee is to assist the Minister in establishing a spirit of worship in worship services through appropriate programming of Christian music, liturgy, scripture, and preaching.

1           2. The duties of the Worship Committee shall consist of the following:

2  
3           a. Planning and scheduling all regular and special services of worship.

4  
5           b. Coordinating the scheduling of ushers with the Diaconate for special  
6           services.

7  
8           c. Arranging for sanctuary flowers and special seasonal decorations.

9  
10          d. In cooperation with the Minister, assisting ministers, and music  
11          director, overseeing the selection of music, bulletins, and programs  
12          related to worship.

13  
14  
15       VIII. SPECIAL COMMITTEES

16  
17       The Chairperson of the General Board may, with the concurrence of the  
18       Minister and the approval of the General Board, appoint Special Committees  
19       for specific purposes. A Special Committee shall exist only until it has fulfilled  
20       its specific purpose or until the Chairperson of the General Board with the  
21       approval of the General Board deems it appropriate to dissolve the Committee.  
22       Fulfillment of its purpose shall be determined by the formal acceptance of the  
23       final report of the Special Committee by the General Board. Special  
24       Committees may include but not be limited to those defined below:

25  
26       A. Pulpit Committee

27  
28       The formation and function of a Pulpit Committee are elucidated in Bylaw I.  
29       Minister(s), Section B. Selection.

30  
31       B. Minister-Orientation Committee

32  
33       1. It shall be the purpose of the Minister-Orientation Committee to assist a  
34       new Minister and his/her family in making their transition to a new  
35       community and a new congregation. The Committee will function as  
36       needed for a period not to exceed three months from the date of hire.

37  
38       2. The duties of the Committee shall consist of the following:

39  
40           a. Being an information resource regarding the culture and traditions of  
41           the congregation.

42  
43           b. Providing guidance regarding the availability of services in the area.

44  
45           c. Introducing the Minister to community organizations and public

1 figures.

- 2 3. Membership of the Committee shall consist of one member from the  
3 Pulpit Committee, one from the Board of Elders, and one from the  
4 General Board, each to be selected by his/her respective group.

5  
6 C. Constitution Committee  
7

8 When the need arises for updating or amending the Constitution and  
9 Bylaws, a Constitution Committee shall be formed. It shall be the purpose  
10 of the Constitution Committee to review the Constitution and Bylaws as  
11 needed to support the church in fulfilling its Christian programs and  
12 conducting its business functions. The Committee shall be responsible for  
13 considering any proposed changes to the current Constitution and Bylaws.  
14 It shall present its recommendations concerning changes to the General  
15 Board for further action, in accordance with all the provisions of the current  
16 Constitution and Bylaws. A Constitution Committee shall consist of at least  
17 three members.

18  
19 IX. EMPLOYMENT OF STAFF  
20

21 A. Procedure  
22

23 The procedure governing employment of staff other than the Minister shall  
24 be as follows:

- 25  
26 1. Before a position is created, a job description shall be prepared by the  
27 appropriate standing committee in conjunction with the Human  
28 Resources Committee and approved by the General Board.  
29  
30 2. Employees, except for those otherwise provided for, shall be hired by  
31 the General Board upon recommendation of the appropriate standing  
32 committee and the Minister.  
33  
34 3. A written statement covering terms of employment and signed by the  
35 employee and a trustee shall be included in the minutes of the General  
36 Board and a copy furnished to the employee.  
37  
38 4. The church secretary shall be hired by the General Board on the  
39 recommendation of the Minister and the Trustees. The secretary shall  
40 not be a member of the church.  
41

42 B. Involuntary Termination  
43

44 Involuntary termination of any employee other than the Minister must be  
45 approved by the General Board.

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X. AMENDMENTS

These Bylaws may be amended by a two-thirds vote of approval by the members of the Congregation present and voting in an annual or special meeting, provided the proposed amendment(s) has been submitted to all members of the congregation at least ten days prior to the vote thereon, following a majority vote of approval by the General Board.